

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

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# FSIS NOTICE

41-17

8/2/17

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## FY 2017 USDA TRAVEL CREDIT CARD TRAINING

### I. PURPOSE

This notice announces the FY2017 USDA Travel Credit Card Training. The training is mandatory for all travel credit cardholders and is to be completed no later than September 30, 2017.

### II. CARDHOLDERS WITH AGLEARN ACCESS

A. Cardholders with AgLearn Access are to search the AgLearn To-Do list or Catalog for the USDA Travel Charge Card Training (Revision 3 – 06/26/2017) and complete:

1. USDA Travel Card Training; and
2. USDA Travel Card Training Acceptance.

### III. CARDHOLDERS WITHOUT AGLEARN ACCESS

A. Cardholders without AgLearn access are to contact their Federal Authorized Travel Arranger (FATA) for a paper copy of:

1. USDA Travel Charge Card Training;
2. USDA Travel Charge Card Training Exam; and
3. USDA Travel Charge Card Training Acceptance.

B. Cardholders are to:

1. Print their name at the top of both the completed Exam and Acceptance sheet; and
2. Return both documents to their FATA.

C. The FATA will score the exam. A 70% or higher score is required to pass the training.

D. To track the completion of training, the FATA is to submit exams with a passing score to the Financial Services Center (FSC) via:

1. Fax to 515-334-2041;
2. Scan and email to [FSCGeneral@FSIS.USDA.GOV](mailto:FSCGeneral@FSIS.USDA.GOV) or

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**DISTRIBUTION:** Electronic; All  
Field Employees

**NOTICE EXPIRES:** 8/1/18

**OPI:** OPPD

3. Standard Mail to the following address:

Financial Services Center  
USDA, FSIS, OA, OCFO, FMD, APMB  
4520 114<sup>th</sup> Street  
Urbandale, IA 50322-5410

#### **IV. QUESTIONS**

For additional information, contact the Office of the Chief Financial Officer, Financial Management Division, FSC, Customer Contact Center at 1-800-949-3964 or [FSCGeneral@fsis.usda.gov](mailto:FSCGeneral@fsis.usda.gov).

A handwritten signature in cursive script that reads "Solicitor J. Wagner".

Assistant Administrator  
Office of Policy and Program Development